



## Billing Interface

# State of Connecticut Billing Interface

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PeopleSoft 9.2 - PUM 40+





## **Billing Interface Agenda**

- **Billing Interface**
- **Core-CT Configuration Prerequisites**
- **Billing Interface Process**
- **Inbound Billing Interface**
- **Process Billing Interface**
- **Common Interface Errors**
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## Billing Interface

### ➤ **What is the Billing Interface?**

- A series of processes which begins with accepting XML formatted data from a legacy or third party billing system to generate invoices in the PeopleSoft Billing Module.

## Core-CT Configuration Prerequisites

- **Business Unit Definitions/Options**
  - Agency's Business Unit must be established in Core-CT for the Accounts Receivable and Billing Module.
- **Bill Type Identifiers**
  - Specific Bill Type ID's must be created under the Agency's Business Unit.
- **Customer ID's & Customer Contacts (optional)**
  - Customers must be established in Core-CT and effective prior to the Interface File being sent.
    - Customer Contacts may be configured to utilize the *Emailing Invoice as Attachments* functionality
- **ChartField Values**
  - ChartField Values must be set up by the OSC Chart of Accounts unit.

## Billing Interface Process

- **How does the Billing Interface process work?**
  - Core-CT receives an XML File from an Agency through a Secure File Transfer Protocol (SFTP) process.
  - The XML file is validated by the Inbound Billing Interface (CTBII5501) process and loaded into Billing Interface Staging Tables.
    - A file that does not pass validation will be sent back to the Agency for correction and resubmission.
  - Once validated, the data in the Billing Interface Staging Tables is ran through the Process Billing Interface (BIIF0001) process and loaded into the Billing Tables as Invoices.



## Inbound Billing Interface (CTBII5501)

- **What does the CTBII5501 process validate?**
  - Verifies XML File Structure and Data Format.
    - XML File Structure
      - Required Fields must be populated.
        - Optional Fields not used may be omitted from the XML File
      - The order in which the file is structured must be precise so the CTBII5501 process may read it correctly.
    - Data Format
      - Field Values must have the correct Letter/Numerical Characters.
      - Field Values may not surpass the minimum/maximum Character Length.
- Files that pass validation will be given a unique Interface ID.

## Process Billing Interface (BIIF0001)

### ➤ What does the BIIF0001 process load?

➤ From the Billing Interface Staging Tables, data sorted by Interface ID is processed to the Billing Tables and/or Billing Interface Error Tables.

#### ➤ Billing Tables

➤ Clean data is loaded successfully by Invoice ID and ready for the *Finalize and Print* process.

#### ➤ Billing Interface Error Tables

➤ Erroneous data is filtered out and must be corrected online by Core-CT Billing personnel. The BIIF0001 process will load the corrected data to the Billing Tables.

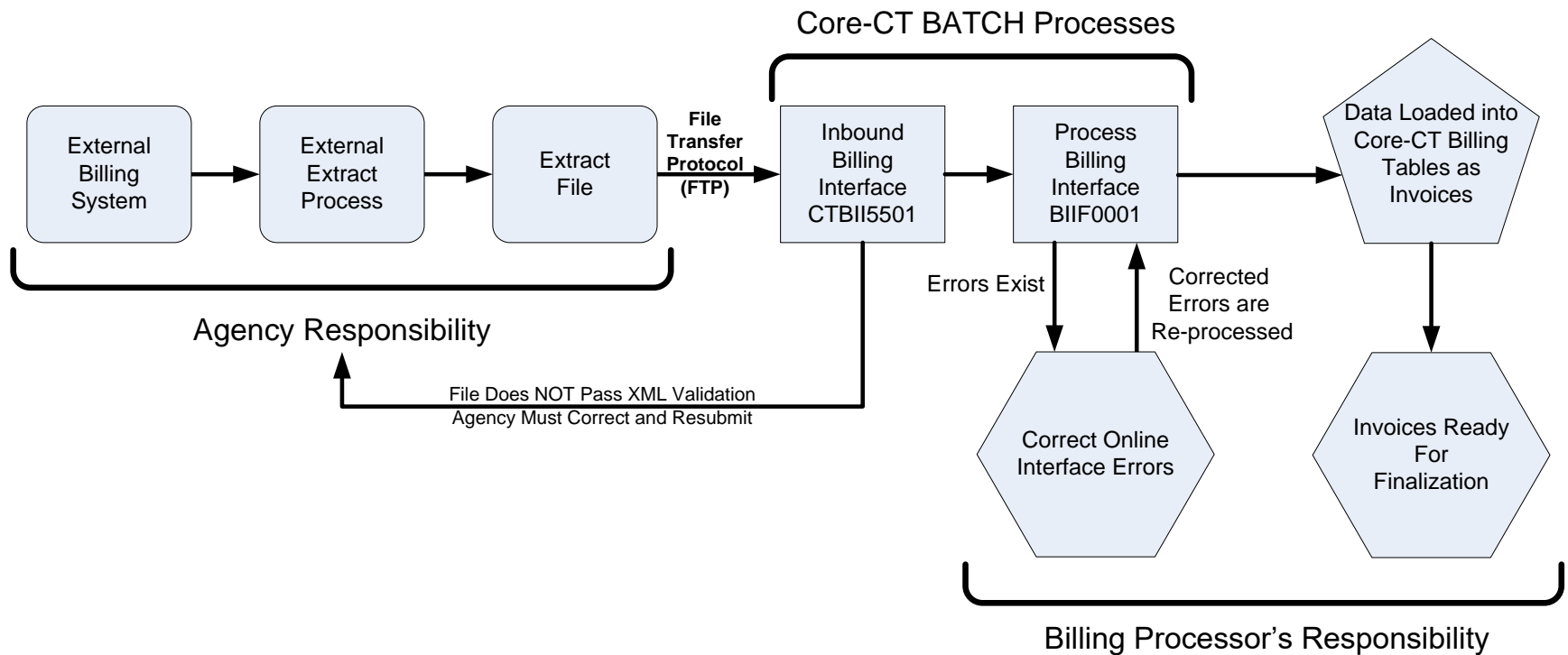
## Common Interface Errors

### ➤ How to Correct Interface Errors?

- Core-CT Billing personnel will be alerted of any BI Interface Errors the following business day, and work with the Agency's Billing Processor to correct any Billing Interface Errors.
  
- Common Billing Interface Errors:
  - Invalid Customer
  - Target Invoice Already Exists
  - Invalid Accounting Entries
  - ChartField Combo Edit Error
  - Billing Open/Closed Periods
  - Duplicate Interface File



# Billing Interface Process Flow





## Additional References & Next Steps

### ➤ Additional References

- For more information see the “*Billing Interface Field Data Map*”

### ➤ Next Steps

- If your agency is considering a Billing Interface, please open a FootPrints ticket, or email Core-CT Readiness at [readiness@ct.gov](mailto:readiness@ct.gov)

### ➤ Core-CT Billing Module Contacts

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